

REAL PROPERTY MANAGEMENT

1. PURPOSE

This Directive states the policy for Agency-owned real property management and maintenance in the Animal and Plant Health Inspection Service (APHIS).

2. AUTHORITY

Authority to acquire real property by purchase, donation, or lease is granted by Congress through specific legislation and the Federal Property and Administrative Services Act of 1949, as amended. Implementing regulations include Title 41, Code of Federal Regulations, Chapter 101 and the Agriculture Property Management Regulation, Subchapter N.

3. DEFINITIONS

- a. Real Property. Any interest in land, together with the improvements, structures, fixtures, and accessories.
- b. Management of Real Property. Development and implementation of uniform policies, standards, techniques, and procedures pertaining to the overall management of real property actions. This includes acquisition, construction, utilization, maintenance, control and accountability, disposition, and conformance to State and local codes and regulation.
- c. Preventive Maintenance. The planning, budgeting, and scheduling of repairs within a set time frame on a recurring basis so the property is always in good condition and emergency repair situations are precluded. This includes maintenance of all building machinery and equipment to ensure that they are in safe and efficient operating condition. Competent personnel are secured to perform maintenance and specialists are utilized for electrical and other hazardous work. This applies to Agency-owned temporary buildings, fences, walls, and all other parts of the property.
- d. Accountable Real Property Officers. Local officers in charge of facility managers.

4. POLICY

It is APHIS policy to:

- a. Acquire real property when it is needed for effective program operation and suitable Government-owned or private facilities are not available. A cost analysis will be performed before the acquisition of real property is made.
- b. Construct improvements when they are needed for effective program operation. Construction improvements are allowable only if suitable Government-owned facilities are not available and the work cannot be performed contractually by the private sector or universities.
- c. Ensure that property is fully utilized and maintained on a preventive basis.
- d. Dispose of unneeded or underutilized property through excess

property or other authorized disposal procedures.

5. **RESPONSIBILITIES**

a. MSD is responsible for:

- (1) Developing uniform policies, standards, techniques, and procedures pertaining to the overall management of real property and building construction. This includes acquisition, utilization, disposition, maintenance, accountability, and control.
- (2) Serving as the APHIS liaison with the U.S. Department of Agriculture, Office of Operations, and the General Services Administration on real property management policy matter.
- (3) Ensuring that building construction, additions, or improvements are made in accordance with local codes and regulations.
- (4) Providing architectural and engineering services to inspect the facilities and to develop maintenance programs for APHIS field
- (5) Notifying and providing information on Agency-owned property to FSO on new constructions, improvements, and repairs for capitalization and inventory purposes.
- (6) Ensuring that real property surveys are conducted.

b. FSO is responsible for overseeing operational and procedural functions in the real property management program. The Chief, Procurement and Realty Services (PRS), is the Real Property Officer and is responsible for:

- (1) Maintaining pertinent data (inventory, maintenance, etc.) on Agency-owned real property, including repairs and improvements.
- (2) Providing guidance and technical advise to designated Accountable Real Property Officers in coordination with the regional administrative officers.
- (3) Conducting and participating in periodic real property utilization surveys to ensure proper use and maintenance of property in the field.

c. Accountable Real Property Officers are responsible for:

- (1) Maintaining accountability control and proper custody over real property assigned.
- (2) Conducting or participating in real property inventories and making the necessary reports to FSO.

d. Officers in Charge of field/regional offices are responsible for executing a preventive maintenance program to include the following:

- (1) Ensuring that space alternations, repairs and improvements are sufficient to meet the APHIS mission (41 CFR 101.20.002-1).

- (2) Ensuring that modifications do not exceed the building design loads, will not adversely alter the performance of building systems, or create safety or hazardous conditions.
- (3) Ensuring that structural features and mechanical and electrical systems are adequate to meet the APHIS mission.
- (4) Ensuring compliance with accident and fire prevention policies, and local safety and Occupational Safety and Health Association regulations.
- (5) Ensuring that competent personnel are available to perform plumbing, electrical, or other hazardous work.

6. INQUIRIES

Direct inquiries regarding real property policy to the Policy and Safety Management Branch, MSD, through FTS2000 on 8-301-436-5699. Operational questions or inquiries should be directed to PRS, FSO, through FTS2000 on 8-612-370-2114.

/s/ Lonnie J. King /s/

DISTRIBUTION: G03, F30

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